

Benefits Analyst Job Description

PRIMARY FUNCTION:

The Benefits Analyst conducts analysis of benefits programs in order to evaluate competitiveness and legal compliance of the organization's benefit practices. Research benefits plans and providers, and make recommendations. Develop benefits programs and assists in the administration of health and wellness programs. Review benefit costs to ensure compliance with the organization's budget.

PRE-EMPLOYMENT REQUIREMENTS:

Three to five years of benefits analysis and administration experience required. Bachelor's degree preferred. Solid knowledge of federal compliance regulations (COBRA, HIPAA, ERISA Provisions, FMLA, and ADA) and state laws required.

Broad knowledge of HRIS Benefits Administration is essential, UltiPro preferred. Proficiency with MS Office Suite including Word, Excel, PowerPoint and Outlook required. Experience with Access and database reporting tools also helpful.

Project management and demonstrated leadership skills needed for success in the role. Strong analytical skills and technical aptitude required. Experience with benefits plan audits (i.e., Open Enrollment) and requests for proposals (RFPs) for new programs and vendors also desired.

ESSENTIAL FUNCTIONS:

- Provide analyses of benefits programs to ensure overall effectiveness of plans and adherence to fiscal budget.
- Administer group benefits programs, including medical, dental, vision, worker's compensation, life insurance, flexible spending, and related programs.
- Serve as primary contact for benefits information and provide excellent customer service. Provide technical support, test system functionality and assistance to end-users when needed.
- Survey industry trends and assist with future benefit designs. Review short and long range cost estimates regarding plan modifications and new program implementation. Assist in determination of best plan options by working with external vendors and third party administrators.
- Evaluate and recommend revisions to internal processes to reduce costs and increase efficiencies. Monitor administrative costs and recommend cost containment measures. Prepare budgetary recommendations and assist in monitoring, verifying, and reconciling budgeted funds. Coordinate the processing of billings and the preparation of payments for administrative fees for all plans.

- Implement and maintain benefits records in UltiPro and the Benefits Center. Prepare benefits reports by extracting data from the system. Analyze key plan performance metrics and develop benefits dashboard for monthly, quarterly, and annual review. Perform periodic data audits to ensure data integrity and regulatory compliance.

NON-ESSENTIAL FUNCTIONS:

To include but not limited to the following task areas:

- Provide input into the design and distribution of materials for benefits orientation, open enrollment, and summary plan descriptions.
- Assist with development of communication tools to enhance understanding of benefits offerings.
- Provide training and support to Leaders and other team members.
- Document and maintain administrative procedures for assigned benefit processes.
- Create and maintain benefits-related files according to legal and company requirements.
- Provide back-up to other team members.
- Perform other projects and tasks as assigned.

APTITUDES PREFERRED:

Excellent interpersonal and communication skills, as well as analytical expertise. Customer oriented. Ability to work independently and effectively as team player.

WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit as well as hold meetings in public areas and walk from building to building. While performing the duties of this job, the employee is subject to a typical office environment and is rarely exposed to outside weather conditions. The noise level in the work environment is usually moderate. Candidate must be able to travel occasionally.

CONTACT INFORMATION:

PSS World Medical, Inc.

www.pssworldmedical.com/employment/jobs